

Draft II

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

"FOIL" RECORDS ACCESS OFFICER

NAME OF AGENCY

3311 WENDE RD., ALDEN, NEW YORK 14004

ADDRESS



I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

TOWN OF ALDEN

SIGNATURE

DATE

REPRESENTING

MAILING ADDRESS

FOR AGENCY USE ONLY

APPROVED ☐

DENIED (for the reason(s) checked below)

- ☐ Confidential Disclosure ☐ Part of Investigatory Files
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Record of Which This Agency is Legal Custodian Cannot Be Found
- ☐ Record is not Maintained by This Agency
- ☐ Exempted by Statute Other Than the Freedom of Information Act
- ☐ Other (specify) _____

SIGNATURE

TITLE

DATE

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY.

NAME

BUSINESS ADDRESS

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

SIGNATURE

DATE